

Tempe Fire Department Policies and Procedures
Job Shadow/Career Intern Programs
308.07
Rev 7-31-08

PURPOSE

To provide guidelines for fire department members and civilian participants of sponsored Job Shadow/Career Programs.

POLICY

It is the policy of the Tempe Fire Department to participate in city and or department sponsored Job Shadow/Career Intern Programs. These include programs sponsored through government, industry, and schools.

Job Shadow

Job Shadow is typically a 4-8 hours internship/ride along that is designed to be a hands-on learning experience for the participant. During the ride along, the Tempe Fire Department is encouraged to provide a hands-on work experience, and exposure to the fire service, our City and organization. The assigned company officer will serve as the mentor of the intern.

The Personnel Chief will assign an intern to a company officers based on company/shift scheduling and activity.

Career Intern

Career Internship is designed to be a hands-on learning experience for the participant. The Tempe Fire Department will endeavor to provide hands on work experience, training, and exposure to the fire service and city organization.

Career Internship is usually two to four weeks in duration where participants are available 30-40 hours per week. It is understood that requested work hours might be adjusted to meet scheduling and activity levels.

Career Intern Mentor

A member of the Tempe Fire Department will mentor all participants in the Career Intern Programs. The mentor will involve the participant with assignments to specific fire companies, Fire Training Center, Fire Prevention and Fire Maintenance. A significant portion of the intern's assignment should be spent with the mentor. It is the mentor's responsibility to schedule and communicate all participant activities during their internship. Copies of all schedules shall be submitted to the Personnel Chief and the District Manager's office for review and approval.

Participant Guidelines

Participants of Job Shadow and Career Intern Programs must meet the following guidelines:

- Sponsored by a City or department approved through the intern program.
- Must be 16 years of age or older.
- Have a signed release form on file during their internship. Participants under 18 years of age must have a notarized legal guardian signature.
- Must be in good physical health.
- Have a current Arizona drivers license and the ability to provide for their own transportation.
- Shall conduct themselves in a manner that reflects a positive image of their sponsor and the fire department.
- Shall wear appropriate attire as outlined in Citizen Observer Program 308.02

- Participants working in specific divisions or sections will observe the work hours of that area.
- Participants riding on apparatus shall not ride after 2000 hours without permission from the duty chief.
- The mentor or assigned company officer shall brief participants on expectation and protocols of the ride-along program. (See Citizen Observer Program 308.02).